

How does the training work?

- » You usually have a choice of training providers. They will help you plan the training your apprentice needs.
- » You need to provide staff with time and training to support and supervise the young employee in the workplace, and to liaise with the training provider.
- » The local Learning and Skills Council fund the training for Apprenticeships through the training provider. The amount depends on the age of the young person and the qualification they wish to do.



To get in touch...

with your local employer team please go online to www.connexions-cd.org.uk/employer

or give us a call:

- » **Barnstaple** - 01271 378585
- » **Bodmin** - 01208 265544
- » **Camborne** - 01209 713530
- » **Exeter** - 01392 203603
- » **Newton Abbot** - 01626 367579
- » **Penzance** - 01736 362244
- » **Plymouth** - 01752 207700
- » **St Austell** - 01726 61833
- » **Torquay** - 01803 200202
- » **Truro** - 01872 274865

This Connexions service is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

This Connexions service is committed to improving its products and services. If you have any comments or complaints please contact the Head of Quality, Contracts and Adult Services at Careers South West Ltd, Tamar Business Park, Pennygillam Industrial Estate, Launceston, PL15 7ED.

This publication can be made available in large print, Braille, tape or in languages other than English. Please contact Careers South West Ltd on 01566 777672.



This Connexions service is managed by Careers South West Ltd. Our purpose is to engage all of our customers in learning and work.

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Information for Businesses



Connexions is a service that helps young people aged 13-19 make choices about employment, education and training. We also work with young adults who have learning difficulties and/or disabilities up to the age of 25.

recruitment
skills
vacancies

Recruitment Service

Connexions offer a FREE vacancy and recruitment service specifically for 16–19 year olds.

As part of this service Connexions will:

- » Help you find a suitable young person for your vacancy with an individual matching service and promotion through our vacancy bulletin and website.
- » Advise on how to make your vacancy appeal to a range of young people to give your business the competitive edge.
- » Help you find training providers specialising in your area of business.
- » Signpost you to other organisations that may be able to help your business - for example Business Link Devon and Cornwall, Education Business Partnerships and the Learning and Skills Council in Devon and Cornwall.
- » Discuss your specific needs and vacancy details including pay, hours to be worked, job requirements and method of application.
- » Advise on any other help that may be available to you or your young employees with regard to training.
- » Keep in regular contact to ensure we fill your vacancy successfully.
- » Advise on providing work experience to young people in education.
- » Advise on the national web based system for advertising Apprenticeships.

Apprenticeships

What is an Apprenticeship?

Apprenticeships provide high quality on and off the job training to employees and lead to recognised qualifications in a wide range of occupational areas.

There are two levels of Apprenticeships:

- » Apprenticeships – lead to nationally recognised qualifications and are designed for less highly skilled jobs or people who are new to the industry.
- » Advanced Apprenticeships – also lead to nationally recognised qualifications and are for those training for jobs requiring higher skill levels.

How will my business benefit?

- » You can use Apprenticeships to train young people to national standards while they develop the skills you need in your business.
- » The flexible training can be tailored to your business needs.
- » Training helps the productivity and competitiveness of your business, improves employee performance and motivation and helps you invest in your future workforce.
- » Employing and training young people will ensure a brighter future for our local young people and, at the same time, help to increase the skill levels of the local workforce of the future.

Who is eligible for an Apprenticeship?

- » Connexions helps young people aged 16-19 find Apprenticeships, although older people may also be eligible.
- » Existing or new employees.
- » Young people who have not gained qualifications at a specific level in education have the right to paid time off for study and training. Incentives may be available for employers to ensure your young workforce continue learning.

What's included?

Apprenticeships are made up from three qualifications:

- » National Vocational Qualifications (NVQ) – providing practical skills in specific occupational areas.
- » Key Skills qualifications – transferable work-related skills like IT and communication, application of number, problem solving, teamwork and improving learning and performance.
- » Technical certificates – vocationally related qualifications that support the NVQ.

